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ITEM 1

The structure of an organization is usually described in the form of an organization chart as a means to describe internal:

- A. chain of command.
- B. working structure.
- C. processes and procedures.
- D. interaction between people.

ITEM 2

The main reason exit interview information should be kept separate from personnel files is:

- A. legal reasons.
- B. confidentiality.
- C. reliability.
- D. company policy

ITEM 3

An employee filed a complaint about another employee and is now contacting HR to find out if and how the other person was disciplined. What is the main reason why the HR administrator should not give out that information?

- A. Bias
- B. Privacy
- C. Retaliation
- D. Legal

ITEM 4

Which of the following barriers cause individuals to interpret the same communication differently, depending on previous experiences?

- A. Frames of reference
- B. Selective listening
- C. Value judgements
- D. Source credibility

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HRCI Associate Professional in Human Resources - International Sample Questions (Q66-Q71):

NEW QUESTION # 66

Sarah has just joined a multinational corporation. Her onboarding process includes sessions where she meets different department heads and learns about the company's mission and values. What is this aspect of the onboarding process focused on?

- A. Completing paperwork
- **B. Introducing company culture**
- C. Discussing benefits and compensation
- D. Reviewing company policies

Answer: B

Explanation:

Introducing company culture in the onboarding process focuses on helping new employees understand the company's mission, values, and overall organizational ethos, which is critical for their integration.

NEW QUESTION # 67

Consider a scenario where an organization wants to improve its data-driven decision-making capabilities in HR. Which system function would be most beneficial to focus on?

- A. Enhancing workplace safety measures through training
- B. Implementing employee self-service portals for HR tasks
- **C. Utilizing data analytics and reporting tools to support informed decisions**
- D. Introducing a flexible work schedule for better work-life balance

Answer: C

Explanation:

Utilizing data analytics and reporting tools in an HRIS supports informed decision-making by providing actionable insights into HR metrics. This function enhances the organization's ability to make data-driven HR decisions.

NEW QUESTION # 68

Jessica needs to communicate a policy update to the entire company. Which method should she use to ensure everyone receives the information at the same time?

- A. Oral communication
- B. Visual communication
- C. Written communication
- **D. Email communication**

Answer: D

Explanation:

Email communication is the best method for communicating a policy update to the entire company to ensure everyone receives the information at the same time. It provides a written record and can be easily distributed to all employees simultaneously.

NEW QUESTION # 69

An organization of 360 employees reported a turnover rate of 5%, or _____ separation(s) in a given year.

Answer:

Explanation:

18 separations.

Explanation:

Comprehensive and Detailed in Depth Explanation:

Turnover rate is calculated as the percentage of employees who leave an organization over a specific period.

To find the number of separations, we use the formula:

Number of separations = Total employees \times (Turnover rate \div 100).

Given: Total employees = 360, Turnover rate = 5%.

Number of separations = $360 \times (5 \div 100) = 360 \times 0.05 = 18$.

Thus, a 5% turnover rate for 360 employees results in 18 separations in the year. This calculation aligns with HR metrics commonly covered in aPHRi, which emphasizes understanding turnover and its impact on workforce planning.

Reference: aPHRi knowledge domain - HR Operations: Calculating turnover rates and understanding their implications.

NEW QUESTION # 70

Match the best recruitment method to the type talent the organization is trying to hire.

	Recruitment Method	Type of Talent
Internal search	Drop here	Senior executive and managerial skills
Search firm	Drop here	Qualifications and culture match
Professional associations	Drop here	Organizational knowledge and experience
Employee referrals	Drop here	Specific expertise and job demands

Answer:

Explanation:

	Recruitment Method	Type of Talent
Internal search	Search firm	Senior executive and managerial skills
Search firm	Employee referrals	Qualifications and culture match
Professional associations	Internal search	Organizational knowledge and experience
Employee referrals	Professional associations	Specific expertise and job demands

Explanation:

Recruitment Method	Type of Talent
Search firm	Senior executive and managerial skills
Employee referrals	Qualifications and culture match
Internal search	Organizational knowledge and experience
Professional associations	Specific expertise and job demands

Matched Recruitment Method to the Talent Type:

* Internal Search#Organizational Knowledge and Experience

* Explanation:Internal searches involve identifying talent within the existing workforce.

Employees already familiar with the organization's culture, policies, and operations are best suited for roles requiring organizational knowledge and experience. Internal promotions or lateral movements also enhance employee retention and morale.

NEW QUESTION # 71

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